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4 February 1957

I. Personnel Recruitment

A. Standard U. S. Government Practice

1. Advertise vacancies in newspapers, post offices
2. Give written examinations
3. Routine physical examinations
4. Top three are eligible for job

B. C. I. A.

1. Congressional (Parliament) authority to hire directly
2. Office of Personnel conducts interviews at Washington, and has personnel recruiters in several large U. S. cities

II. CIA Recruitment Procedures

1. Usually personnel requisitions are submitted which contain job descriptions, and special qualifications needed, e.g. language, area knowledge, technical specialties
2. Standard written examinations usually given; professional personnel usually interviewed by requesting office
3. Medical and psychiatric examination given
4. Stringent security investigation

III. Sources of Recruits

1. JOT Program. Mr. Baird to discuss
2. Individual applicants
3. Colleges and universities for specialized needs
4. Former intelligence personnel
5. Military establishments

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IV. Training

1. Mr. Baird to discuss

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V. Employment Emoluments

1. Salary
2. Leave, both Annual and Sick
3. Retirement
4. Travel expenses - TDY and PCS
5. External Training benefits

VI. Personnel Management

1. One year probation; three years' tenure for career service membership
2. Annual rating mechanism
3. Functional career guidance and development plus command supervision
4. Rotation between Headquarters and Field assignments

VII. Proposed Legislative Benefits

1. Assistance for Education
2. Dependent Medical Benefits
3. Increased Retirement Benefits

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Mr. Baird:

Attached is the outline for the  
VIP briefing tomorrow, which  
John Blake said he was sending  
over for your review.

E.



*VIP briefing  
on 7 Feb. 57*

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